

2011 CAMPAIGN FINANCE REPORT

For Municipal Candidates

Please complete ALL entries.

NAME OF CANDIDATE		<input type="checkbox"/> CHECK IF ANY INFORMATION HAS CHANGED FROM PREVIOUS REPORT
STREET		
CITY AND ZIP CODE		TELEPHONE NUMBER
E-MAIL		
OFFICE SOUGHT		DISTRICT NUMBER (if applicable)

NAME OF TREASURER		<input type="checkbox"/> CHECK IF ANY INFORMATION HAS CHANGED FROM PREVIOUS REPORT
MAILING ADDRESS: STREET		
CITY AND ZIP CODE		TELEPHONE NUMBER
E-MAIL		

TYPE OF REPORT	DUE DATE	DATES OF REPORTING PERIOD
<input type="checkbox"/> 11-Day Pre-Election	October 28, 2011	Beginning of campaign – October 25, 2011
<input type="checkbox"/> 42-Day Post-Election	December 20, 2011	October 26, 2011 – December 13, 2011
<input type="checkbox"/> Amendment to:		
<input type="checkbox"/> Other (specify):		
<input type="checkbox"/> Check if campaign had no activity for the reporting period (no other pages are required).		

I CERTIFY THAT I HAVE EXAMINED THIS REPORT AND TO THE BEST OF MY KNOWLEDGE IT IS TRUE, CORRECT, AND COMPLETE.			
Treasurer's Signature	Date	Candidate's Signature	Date

**SCHEDULE A
CASH CONTRIBUTIONS**

- Itemize all cash contributions from contributors who have given you more than \$50 in this report period.
- Both cash and in-kind contributions count toward the \$50 threshold.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this report period.
- If you have requested employment information from the contributor and the contributor has not provided it, indicate "information requested" for the occupation and employer.
- For cash contributions totaling \$50 or less, please enter "total of contributions \$50 or less" and the total amount on a line on this page. When a contributor has given you more than \$50 in total (sum of all of their contributions), you must list that contributor separately.
- On the first report of the election cycle only, include the total of any surplus campaign funds from a previous election cycle that you are transferring to your current campaign.

Total contributions from the same source (except candidate and candidate's spouse/domestic partner) may NOT exceed \$350 in any election for municipal office.

DATE RECEIVED	CONTRIBUTOR'S NAME, ADDRESS, ZIP	OCCUPATION	EMPLOYER	TYPE (use key code)	AMOUNT
Total cash contributions (this page only) ⇒ <i>(combined totals from all Schedule A pages must be listed on Schedule F, line 1)</i>					

Key Codes:
1 = Candidate and Candidate's Spouse/Domestic Partner
2 = Other Individuals
3 = Commercial Sources (corporations, etc.)
4 = Political Action Committees

5 = Political Party Committees
6 = Other Candidates and Committees
7 = (This type not applicable to municipal candidates.)
8 = Contributors Giving \$50 or Less
9 = Transfer from Previous Campaign

**SCHEDULE A
CASH CONTRIBUTIONS**

DATE RECEIVED	CONTRIBUTOR'S NAME, ADDRESS, ZIP	OCCUPATION	EMPLOYER	TYPE (use key code)	AMOUNT
Total cash contributions (this page only) ⇒ <i>(combined totals from all Schedule A pages must be listed on Schedule F, line 1)</i>					

- Key Codes:**
- 1 = Candidate and Candidate's Spouse/Domestic Partner
 - 2 = Other Individuals
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**SCHEDULE A-1
IN-KIND CONTRIBUTIONS**

In-kind contributions are goods and services (including use of facilities) that you received at no cost or at a cost less than the fair market value. They include all goods and services purchased for the campaign by the candidate or supporters if the campaign does not expect to reimburse the candidate or supporter. These contributions may come from the candidate, candidate's family, supporters, PACs, party committees, or other entities. Goods that you have retained from an earlier election such as signs are not in-kind contributions to your current campaign.

- Itemize all in-kind contributions from contributors who have given you contributions totaling more than \$50 in this report period.
- Both cash and in-kind contributions count toward the \$50 threshold.
- Report the occupation and employer for every contributor who is an individual and who contributed more than \$50 in this report period.
- If you have requested employment information from the contributor and the contributor has not provided it, indicate "information requested" for the occupation and employer.
- For in-kind contributions totaling \$50 or less, please enter "total of contributions \$50 or less" and the total amount on a line on this page. When a contributor has given you more than \$50 in total (sum of all of their contributions), you must list that contributor separately.
- If you received goods and services at a discount, report the amount of the difference between the fair market value and the cost you paid as an in-kind contribution.

Total contributions (cash and in-kind) from the same source (except candidate and candidate's spouse/domestic partner) may NOT exceed \$350 in any election for municipal office.

DATE RECEIVED	CONTRIBUTOR'S NAME, ADDRESS, ZIP	OCCUPATION	EMPLOYER	TYPE (use key code)	AMOUNT

Total in-kind contributions (this page only) ⇒
(combined totals from all Schedule A-1 pages must be listed on Schedule F, line 8)

Key Codes:

- 1 = Candidate and Candidate's Spouse/Domestic Partner
- 2 = Other Individuals
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**SCHEDULE B
EXPENDITURES**

- Enter the date, payee, expenditure type, and amount for each expenditure made during the report period.
- For expenditure types which require a remark, enter a description of the good and services purchased.
- For expenditures made with the candidate's or authorized individual's personal funds and that are reimbursed within the same report period, enter them as reimbursed expenditures (Payee Name is the vendor and the person who was reimbursed is named in the Remark field). If expenditures made by others are not reimbursed by the end of the report period, they are either reported as in-kind contributions or unpaid debts and obligations.
- Only enter expenditures that have actually been paid. Enter unpaid debts and obligations on Schedule D.

Expenditure Types Requiring <u>NO</u> Remark		Expenditure Types Which <u>REQUIRE</u> a Remark	
CON	Contribution to other candidate, party, committee	CNS	Campaign consultants
FOD	Food for campaign events, volunteers	EQP	Equipment (office machines, furniture, cell phones, etc.)
LIT	Printing and graphics (flyers, signs, palmcards, t-shirts, etc.)	FND	Fundraising events
MHS	Mail house (all services purchased)	OTH	Other (bank fees, entrance fees, small tools, wood, etc.)
OFF	Office rent, utilities, phone and internet services, supplies	PRO	Other professional services
PHO	Phone banks, automated telephone calls	SAL	Campaign workers' salaries and personnel costs
POL	Polling and survey research	TRV	Travel (fuel, mileage, lodging, etc.)
POS	Postage for U.S. Mail and mail box fees		
PRT	Print media ads only (newspapers, magazines, etc.)		
RAD	Radio ads, production costs		
TVN	TV or cable ads, production costs		
WEB	Website design, registration, hosting, maintenance, etc.		

DATE EXPENDITURE MADE	NAME OF EACH PAYEE	EXPENDITURE TYPE (use code from above)	REMARK (if the expenditure type requires a remark, describe all goods and services purchased)	AMOUNT

Total expenditures (this page only) ⇒
(combined totals from all Schedule B pages must be listed on Schedule F, line 5)

**SCHEDULE B
EXPENDITURES**

Expenditure Types Requiring <u>NO</u> Remark		Expenditure Types Which <u>REQUIRE</u> a Remark	
CON	Contribution to other candidate, party, committee	CNS	Campaign consultants
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DATE EXPENDITURE MADE	NAME OF EACH PAYEE	EXPENDITURE TYPE (use code from above)	REMARK (if the expenditure type requires a remark, describe all goods and services purchased)	AMOUNT
Total expenditures (this page only) ⇒ (combined totals from all Schedule B pages must be listed on Schedule F, line 5)				

**SCHEDULE C
LOANS AND LOAN REPAYMENTS**

- List all new and continuing loans that were unpaid at any time during this reporting period.
- If a loan amount is forgiven, the amount forgiven must also be entered as a contribution on Schedule A.
- Loans cannot exceed \$350 in any election for municipal candidates, except loans made by the candidate, the candidate's spouse or domestic partner, or a financial institution in the State of Maine

	COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5
LENDER	LOAN BALANCE AT BEGINNING OF PERIOD	ACTIVITY THIS PERIOD (report amount and date)			LOAN BALANCE AT END OF PERIOD (1+2) - 3 - 4
		AMOUNT LOANED THIS PERIOD	AMOUNT REPAYD THIS PERIOD	AMOUNT FORGIVEN THIS PERIOD (Enter on Schedule A also)	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
		DATE AMOUNT	DATE AMOUNT	DATE AMOUNT	
Totals for each column		Enter on Schedule F, line 2	Enter on Schedule F, line 6	Enter on Schedule A and Schedule F, line 1A	Enter on Schedule F, line 10

**SCHEDULE D
UNPAID DEBTS AND OBLIGATIONS**

- You have incurred a debt or obligation if you have placed an order for a good or service without making a payment; made a promise or agreement to pay for a good or service; signed a contract for a good or service; and received delivery of a good or service for which you have not paid.
- If the campaign has not received a bill for goods or services, contact the vendor to obtain the amount owed. If it is impossible to verify the amount of the debt, enter an estimated amount and indicate that the amount is estimated in the purpose section.
- Report actual payments to vendors on Schedule B.

DATE OF OBLIGATION	CREDITOR'S NAME AND ADDRESS	PURPOSE	AMOUNT
Total unpaid debts and obligations (this page only) ⇒ <i>(combined totals from all Schedule D pages must be listed on Schedule F, line 9)</i>			

Note: Municipal candidates no longer have to report the purchase and sale or list an inventory of campaign equipment on Schedule E. A purchase of campaign equipment must still be reported on Schedule B Expenditures.

**SCHEDULE F
SUMMARY SCHEDULE
(MUNCIPAL CANDIDATES)**

This page is required for all candidates except those checking the no activity box on the cover page of the report.

The cash balance on line 14 must match the campaign's reconciled bank account balance as of the last day of the report period.

CASH ACTIVITY

RECEIPTS

- 1. CASH CONTRIBUTIONS THIS PERIOD
(total of all Schedule A pages)
- 1A. LOAN AMOUNT FORGIVEN THIS PERIOD
(Schedule C, column 4)
- 1B. ADJUSTED CASH CONTRIBUTIONS THIS PERIOD (line 1 minus line 1A)
- 2. LOANS THIS PERIOD (Schedule C, column 2)
- 3. OTHER CASH RECEIPTS THIS PERIOD (interest, etc.)
- 4. TOTAL RECEIPTS THIS PERIOD (lines 1B + 2 + 3)

EXPENDITURES

- 5. EXPENDITURES THIS PERIOD (total of all Schedule B pages)
- 6. LOAN REPAYMENTS THIS PERIOD (Schedule C, column 3)
- 7. TOTAL PAYMENTS THIS PERIOD (lines 5 + 6)

OTHER ACTIVITY THIS REPORTING PERIOD

- 8. IN-KIND CONTRIBUTIONS THIS PERIOD (total of all Schedule A-1 pages)
- 9. TOTAL UNPAID DEBTS AT CLOSE OF PERIOD (total all Schedule D pages)
- 10. TOTAL LOAN BALANCE AT CLOSE OF PERIOD (Schedule C, column 5)

CASH SUMMARY FOR PERIOD

- 11. CASH BALANCE AT BEGINNING OF PERIOD (Schedule F, line 14 from last report)
- 12. PLUS TOTAL RECEIPTS THIS PERIOD (line 4 above)
- 13. MINUS TOTAL PAYMENTS THIS PERIOD (line 7 above)
- 14. CASH BALANCE AT END OF PERIOD
(must match reconciled bank account balance)

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